


1. In the [PBS Insite](#) web-page, under Quick links, you will find the PBS Portal Link
2. Log into the [PBS Portal](#)

The screenshot displays the PBS Portal homepage. At the top, there is a header section with the GSA logo on the left, followed by the text "PBS Portal" and a colorful circular logo. To the right of the text is a search bar and a "Login" button. Below the header is a navigation bar with links: "Home", "Support", "TechOps", "Non-SSO", "Systems Portfolio", and "PBS Insite". The main content area features a large image of a modern building with a wooden facade and a green overlay with the text "Welcome to PBS Portal".

3. All users should be able to log in through Access Card Log-on. Please ensure you Access Card is inserted into the card reader before continuing. **If this logon option does not work, you will need to log on through the Password-Based Logon. If you do not know your Portal Username and Password, please follow the resetting directions.




General Services Administration

GAMS AccessCenter

Logon


You have been redirected for logon validation.

The GSA Access Management System (GAMS) AccessCenter solution has been developed to provide increased security and convenience for GSA web applications. Sign in on the right. By doing so, you are accepting the below terms. If you do not agree to these terms, please exit this page now.



Authorized Use Only

This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.



Data Confidentiality and Disclosure

All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

Access Card Logon

Logon

Please ensure your Access Card is inserted into the card reader before continuing.

IT Service Desk (866) 450-5250 | [Help](#)

Password-Based Logon

Primary Email:

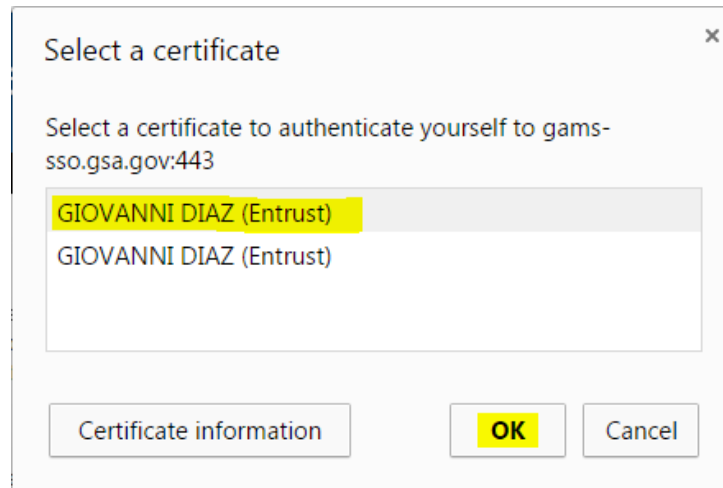
Password:

Can't login with your Portal Username and Password?

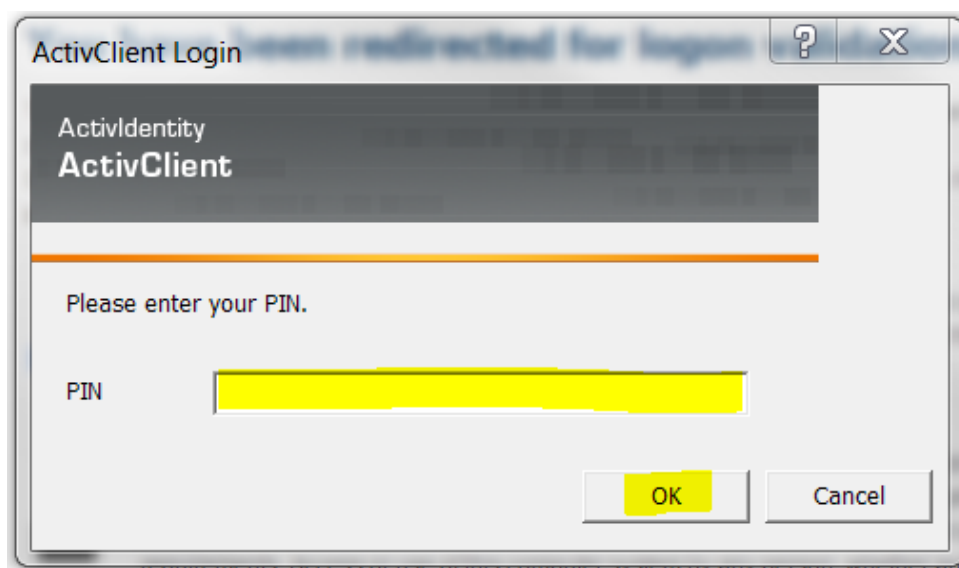
Try [resetting your password here.](#)

Logon

4. Select a Certificate. You may need to try both options if one doesn't work.



5. Enter your ActivClient PIN. This is the same PIN you use to log into your computer.

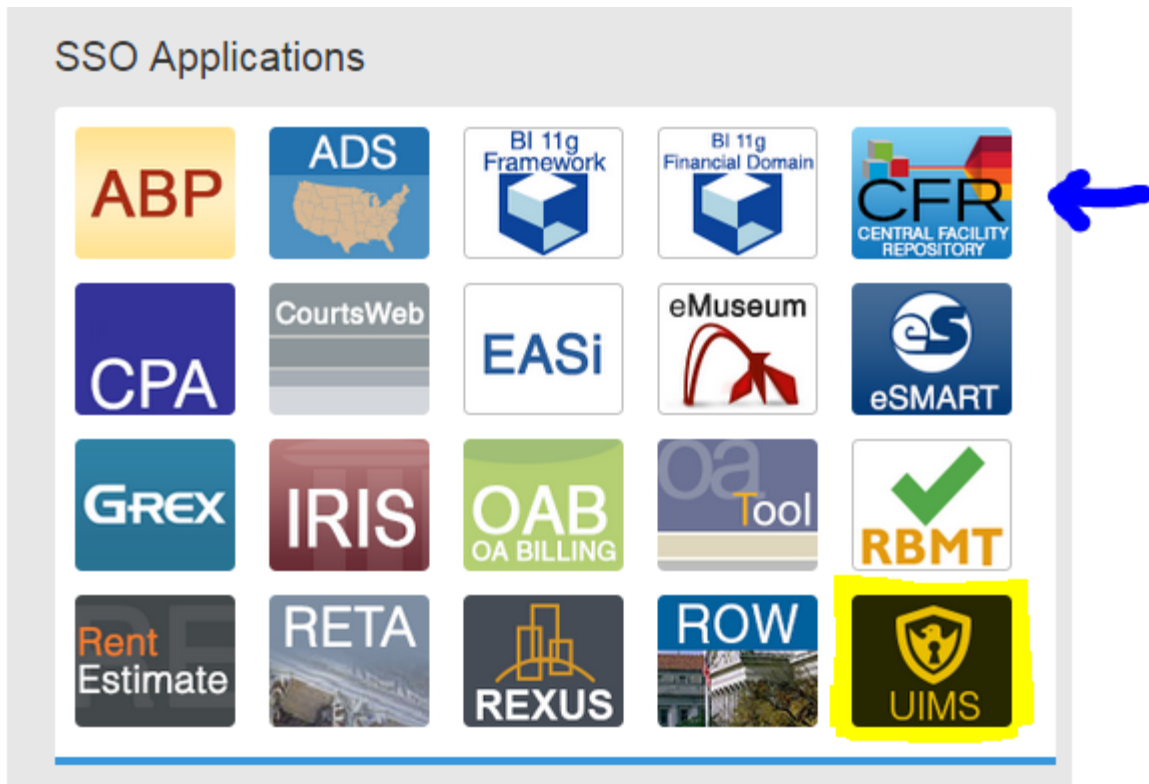


6. Go through the PBS Portal for access through the [SailPoint](#) Application. For more Help: [SailPoint User Guide](#)

Roles: Please **Add Role>>**

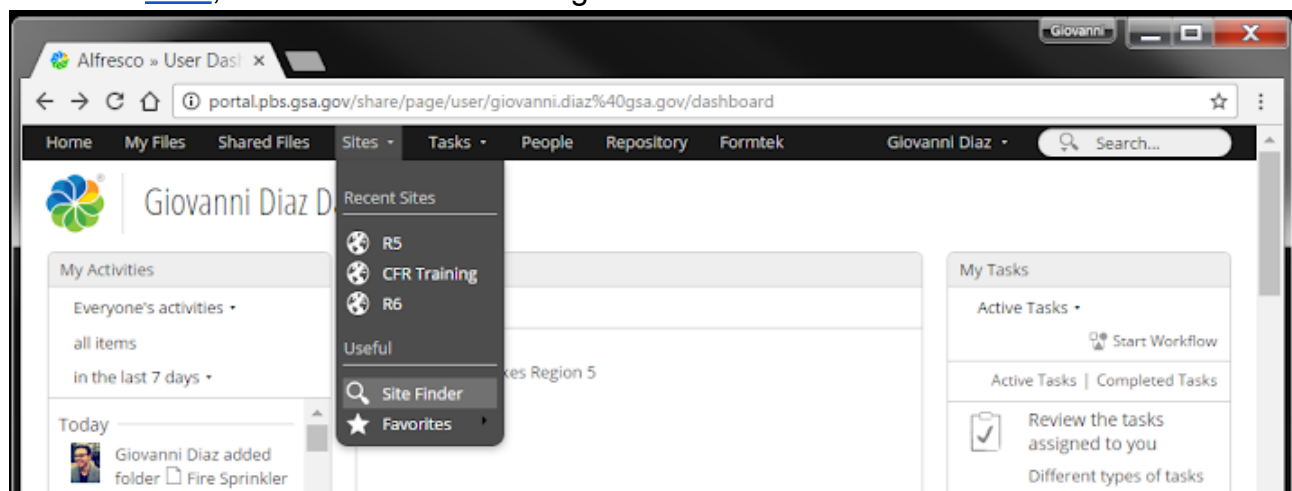
CFR_R5_USER: Provides read and write access to CFR content in region 5. Users with the USER role are able to upload and edit their own content in the PENDING folders, plus search and view all other content. The role would primarily be utilized by project managers and business-line associates who generate or update building information. This role includes all the rights of CFR_R5_READ.

7. Once approved, Go back to the PBS Portal and into CFR




*** You will be receiving email notifications and updates from pbscfrrsupport@gsa.gov. Within CFR, navigate to the **User Profile Page > Notifications** if you would like to stop receiving these messages. ***

8. In [CFR](#), under the **Sites** tab navigate to the **Site Finder**




9. Using the **Site Finder**, search for “R5” and Click on the **Join** button

[Home](#) [My Files](#) [Shared Files](#) [Sites](#) [Tasks](#) [People](#) [Repository](#) [Formtek](#) [Giovanni Diaz](#)

 Site Finder

Search for Sites



R5

R5

[Join](#)